



## PROGRAM OVERVIEW

The Michigan House of Representatives has expanded its student opportunities to include a Legislative Fellowship Program. This new program is designed to be a more comprehensive experience than a traditional Legislative Internship would provide, offering additional learning and networking opportunities. In addition to gaining valuable hands-on experience in a fast-paced environment, the selected candidates will also have the opportunity to attend exclusive events sponsored by the Fellowship Program. The 16-week inaugural term will begin with the 2016 fall semester on Monday, August 29th and conclude on Friday, December 16th. Through the established relationships with Michigan's colleges and universities, students across our state are encouraged to apply for this exciting opportunity with the Michigan House of Representatives. Besides the benefits to the students, the Legislative Fellowship Program is an investment for the House that will provide a pool of well-qualified and experienced candidates from which to hire new staff as the need arises.

## FOR MORE INFORMATION

- Detailed information regarding the Michigan House of Representatives can be found on our website at <http://www.house.mi.gov>.
- House Members and staff can find additional information pertaining to House Policies on HouseNet or the House Employee Portal by selecting the "Policies" link from the navigation bar at the left side of the screen.
- We welcome your questions and look forward to working with you! To reach our Intern Coordinator, please contact the Human Resources Office by phone at (517) 373-3069 or via email at [humanresources@house.mi.gov](mailto:humanresources@house.mi.gov).



**HOUSE of REPRESENTATIVES**  
**STATE OF MICHIGAN**

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**HOUSE of REPRESENTATIVES**  
**STATE OF MICHIGAN**

## Legislative Fellowship Program

Informational Brochure



## PROGRAM GUIDELINES

- Republican and Democrat applicants will be chosen to participate in the inaugural term. These Fellows will each be assigned a House Mentor and a Host Office.
- Host Office staff and Mentors will train the chosen Fellows in the general responsibilities expected of legislative staff as well as assisting Fellows in designing and completing a term project as part of the educational experience.
- Hours and schedule are negotiable for each Fellow, but a minimum of 15 hours or a maximum of 20 hours of service per week must be maintained.
- Once gathered by Human Resources, Fellowship applications are reviewed by a bipartisan Selection Committee comprised of House Republican, Democrat, and Non-Partisan staff.

## COMPENSATION

- Fellows will be paid \$15.00 per hour for their service. Paychecks will be distributed via direct deposit into a checking or savings account bi-weekly.
- Legislative Fellows may earn college credit for their legislative experience. Requirements to receive credit are determined by the school or program in which the student is enrolled. Each student is responsible for obtaining and providing to staff the necessary information regarding their program's requirements.
- Legislative Fellows may request a parking space in the Ferris parking lot at an expense of \$17.00 per pay period to be paid via automatic payroll deduction.

## DESIRED QUALIFICATIONS

- Fellowship applicants must have sufficient credits to achieve junior or senior collegiate academic status or be enrolled in law school and must maintain a minimum 3.0 cumulative GPA.
- Applicants must possess a positive and professional attitude, a desire to learn, and good work ethic.
- Applications will be considered based on party preference, college major or career goals, prior work and/or volunteer experience, professional skills, and their hours of availability. Students with prior Legislative Internship experience are encouraged to apply.

## HOW TO APPLY

- Interested students should submit a completed application form, a detailed resume, cover letter, a one or two-page personal statement, current unofficial academic transcript, and at least one letter of recommendation via email to [HumanResources@house.mi.gov](mailto:HumanResources@house.mi.gov) with "Legislative Fellowship Application" in the subject line.



*Photos courtesy of Mike Quillinan*



## HOW TO APPLY (CONT.)

- Applications may also be mailed to:  
Michigan House of Representatives  
Human Resources  
P.O. Box 30014  
Lansing, MI 48909-7514
- Applications must be emailed or postmarked by **5:00PM on Friday, June 24th, 2016.**
- House Human Resources is available to assist eligible applicants with the submission of their application materials.
- To view the current Fellowship posting, please visit the House website at <http://www.house.mi.gov/jobs/employment.asp> and select "Part-Time Positions".
- The application form is available for download via a link on the posting. This fillable PDF form is best accessed when downloaded/saved to the user's computer and opened using Adobe Acrobat, Reader, or other similar program from the Adobe Suite.